



COMMONWEALTH of VIRGINIA

Department of Medical Assistance Services

PATRICK W. FINNERTY
DIRECTOR

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600 EAST BROAD STREET
804/786/7933
804/225/4512 (FAX)
800/343-0634 (TDD)

February 8, 2005

Dear Medicaid Providers and Comprehensive Service Act (CSA) Teams:

The Department of Medical Assistance Services will be conducting seminars for Medicaid providers of Residential Psychiatric Treatment (RTF) - Level C and Treatment Foster Care Case Management (TFC). RTF- Level C is a high intensity service provided under the direct supervision of a physician and nursing staff (not the Community-Based Residential Services referred to as "Level A" and "Level B").

This seminar is also recommended for local CSA teams and Community Service Boards to receive information about using Medicaid reimbursement for these specific services. The training will cover information about several important changes involving these programs. Topics to be discussed:

- Responsibilities of Localities and Providers
- Admission Criteria for RTF and TFC
- EPSDT Program
- Eligibility Verification and Billing on CMS-1500 and UB-92
- Medicaid Mental Health Services for Children
- RTF and TFC- Covered Services, Pre-authorization, Documentation
- Utilization Review

You will find information on the seminar sites attached, along with dates, times and a registration form. We have also included an agenda. Please mail **or** fax your registration as designated on the registration form. The completed registration form must be received in our office **five (5)** business days prior to the scheduled session. **You will be contacted only if we are unable to accommodate your registration request.** It will **not** be possible to accept seminar registrations by phone.

If you require accommodations due to a physical handicap, please contact the Department of Medical Assistance Services at least two weeks prior to the seminar at (804) 786-1428. Reasonable accommodations will be provided upon request.

We look forward to your participation in our Medicaid Seminar. If you have any questions regarding these sessions, please call (804) 786-1428.

Sincerely,

Myra M. Smith
Trainer and Instructor III

Enc.: 3

RTF/TFC PROVIDERS and CSA TRAINING AGENDA

Lunch on Your Own (Time to be Determined)

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| <p style="text-align: center;">ROOM 1 TIME: 9:00 am – 11:00 am</p> <p>AUDIENCE: CSA Personnel; TFC Case Managers and RTF Providers - Level C</p> <ul style="list-style-type: none"> Responsibilities of localities and providers Admission criteria for RTF and TFC Case Management EPSDT Program | <p style="text-align: center;">ROOM 2 TIME 9:00 am – 11:00 am</p> <p>AUDIENCE: Billing Staff for RTF and TFC</p> <ul style="list-style-type: none"> Eligibility verification options Guidelines to submit a CMS-1500 Guidelines to submit a CMS-1450 (UB-92) |
| <p style="text-align: center;">ROOM 1 TIME: 11:00 am – 4:30 pm</p> <p>AUDIENCE: CSA Personnel</p> <p>Additional Medicaid Mental Health Services for Children</p> <ul style="list-style-type: none"> Level A Residential Treatment Level B Residential Treatment Community Mental Health Rehab Services Outpatient Psychotherapy | <p style="text-align: center;">ROOM 2 TIME: 11:00 am - 4:30 pm</p> <p>AUDIENCE: RTF AND TFC Providers (Administrators, Therapists, Case Managers)</p> <p>RTF Providers</p> <ul style="list-style-type: none"> Covered services Pre-authorization Documentation Utilization Review <p>TFC Providers</p> <ul style="list-style-type: none"> Covered services Pre-authorization Documentation Utilization Review |

Training Sites

Registration 8:30 am in Room 1

| Date | Rooms | Location |
|------------------------------------|---|---|
| Tuesday March 8, 2005 | Room 1- Auditorium Room 2- Library | United Methodist Family Services (UMFS) Charter House School Bldg. 3900 West Broad Street Richmond, VA 23230 |
| Tuesday March 15, 2005 | Room 1- 6th Floor Auditorium Room 2- 1-B Conference Room - 1st Floor | Carilion Roanoke Memorial Hospital Bellview at Jefferson Street Roanoke, VA 24014 |
| Thursday March 17, 2005 | Bldg. 605 Room 1- Learning Resource Ctr. Room 2- Room 725 | Virginia Highlands Community College Abingdon, VA 24212 |
| Friday March 25, 2005 | Room 1 – Conference Rooms 2-3 Room 2 – Conference Room 8 | Fairfax Government Center 12000 Government Center Pkwy. Fairfax, VA 22035 |

| Date | Rooms | Location |
|-----------------------------|--|---|
| Wednesday March 30, 2005 | Room 1- Auditorium Room 2- Meeting Room A | VA Beach Central Library 4100 VA Beach Blvd. VA Beach, VA 23452 |

DIRECTIONS

RICHMOND- UMFS (Charter House School Building thru the main gate on the left)

From the South: From Interstate 95 going north, take Exit #79 (it will say "195 South and 64 West"). Take 195 South to the Hamilton and Broad Street Exit. Go to the light. This is Broad Street, turn right, go approximately 100 yards to the UMFS front entrance.

From the North: From Interstate 95 going south take Exit 79 (it will become 64 West) stay in the left lane and pick up 195 South. Follow the same directions from 195 South as above.

From the East: From Interstate 64 going west, take the Powhite Exit which is 195 South to the Hamilton and Broad Street Exit and follow directions from 195 South as above.

From the West: From Interstate 64 going east, (when you get to Richmond, I-95 and I-64 will be the same road), take Exit 79 off I-95, which becomes 64 West. Stay in the left lane and it will pick up 195 South and follow the directions from 195 South as above.

ROANOKE- Carilion Roanoke Memorial Hospital

From I-581: Take Exit 6 (Elm Street). Turn west on Elm (there will be a hospital on the left—ignore it). Go down Elm about 2 short blocks until you get to Jefferson Street and turn left. After 1-2 miles, you'll go over an overpass and see the hospital—Carilion Memorial Hospital on the left. Turn left after the overpass, turning left again onto Bellview. Drive past the hospital to the hi-rise parking garage on the left, about a block up Bellview.

ABINGDON Virginia Highlands Community College

Hwy. 81 to Exit 14 to Route 140 North (Jonesboro Road). Follow to Route 372 and turn right. Route 372 will lead to college campus. At the entrance to the campus, there is a map showing the buildings. Take first left turn. Presentations will be held in Building 605- Learning Resource Center and Room 725. Please park in lots 4, 5 or 6.

FAIRFAX – Fairfax County Government Center

From I-66, exit onto Fairfax County Parkway North (Route 7100, Exit #55B). Turn right onto Fair Lakes Parkway East. Turn right onto Monument Drive. Turn right onto Government Center Parkway. The Government Center is on the left.

From Route 50, exit on West Ox Road South (Route 608). Left turn at light on Monument Drive. Turn right at light onto Government Center Parkway. Government Center is on your left.

VA BEACH- Virginia Beach Central Library

From I-264 East- Take Independence Blvd. (towards Pembroke). Turn right onto Virginia Beach Blvd. (U.S. 58). The library will be on the left. There will be a Central Library sign. The entrance to the training is on the right side of the Library.

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

**Residential Treatment Facility,
Treatment Foster Care and CSA
Training
REGISTRATION**

**PROVIDER NAME/
CSA Locality**

ADDRESS

CONTACT PERSON (if questions):

TELEPHONE NUMBER:

FAX NUMBER:

EMAIL:

| LOCATION | NAME OF PARTICIPANT and TITLE |
|-----------------|--------------------------------------|
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| | |

PLEASE RETURN TO: DEPT. OF MEDICAL ASSISTANCE SERVICES

TRAINING UNIT

600 E. BROAD ST., SUITE 1300

RICHMOND, VA 23219

FAX: (804) 786-6229 or (804) 225-4393

INFORMATION: (804) 786-1428

